Job Number: 2019-10 Posting Date: 08/28/19 Closing Date: 09/05/19

JOB DESCRIPTION

JOB TITLE: ACCOUNTS PAYABLE INTAKE AUDITOR PAY GRADE: 120

DEPARTMENT: FINANCIAL SERVICES **SALARY RANGE:** \$10.58 – \$14.81

SUPERVISOR: FINANCIAL OPERATIONS SUPERVISOR REVISED: MARCH 2019

NON-EXEMPT

JOB SUMMARY:

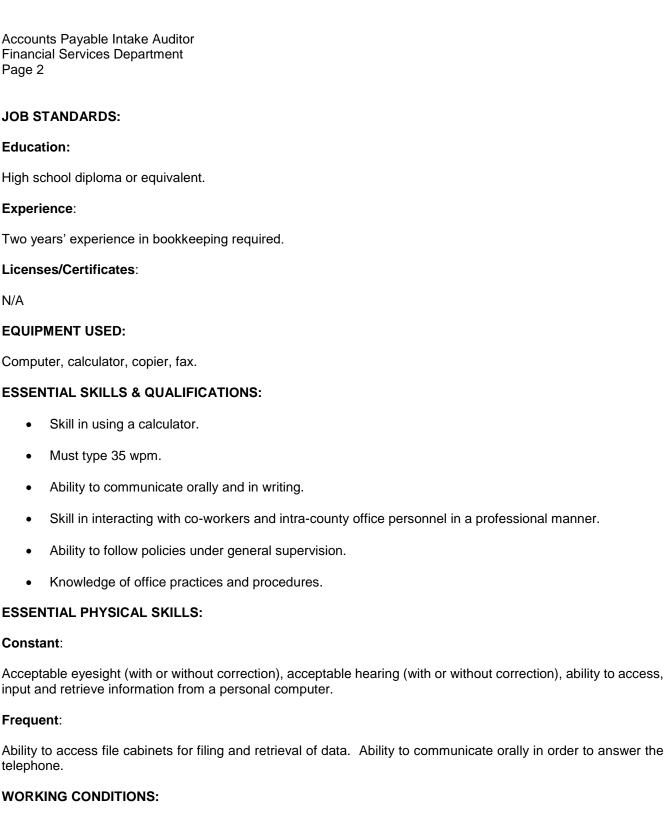
Responsible for data entry and verification of all aspects of accounts payable including processes within the Clerk's imaging software.

ESSENTIAL JOB DUTIES:

- 1. Responsible for alphabetizing, filing, scanning, data entry and verifying any clerical work assigned to the Accounts Payable Department via paper or electronically.
- 2. Responsible for the audit and verification of purchasing card transactions for legal and public purpose compliance.
- 3. Responsible for the audit and verification of utility payments and refunds.
- 4. Work with the Accounts Payable Student Clerk to ensure all images are accurately scanned/filed in a legible and timely manner to allow for the Accounts Payable Auditors to have time to audit payments.
- 5. Responsible for maintaining documents in an orderly fashion, including sufficient documentation for the release of funds, imaging and filing at the Records Storage Facility.
- 6. Assist supervisor with special projects.
- Ensure the accuracy of vendor information, keywords, descriptions and document types to assist with the pre-audit process.
- 8. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.



Constant:

Office environment.

Frequent:

N/A

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

Employment preference is given to applicants who do not use a tobacco product(s)

Complete on-line application via Hernando County Clerk of Circuit Court website, <u>www.hernandoclerk.com</u>, by selecting Administration, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com, print the results and attach to your on-line application.